

~~CONFIDENTIAL~~

5 US

20 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. COURSE MATTERS

1. Office Management

25X1A During a luncheon given by the students of the Office Management Seminar honoring [redacted] said that she thought Mr. Helms would like to see the video tape of the "Telephone Tigers." Accordingly, arrangements were made for a viewing on Monday, 20 November, in the Headquarters building. Although its not certain that Mr. Helms will be able to be there, most of the "Tigers" and Messrs. Coffey, Blake, Maury, [redacted] Brownman and others are expected to attend. Messrs. Cunningham and [redacted] viewed the tape on Friday, 17 November. 25X1A 25X1A

2. Leadership Conference

25X1A Fifteen senior OTR officers are scheduled to attend the Leadership Conference to be held [redacted], 14 - 15 December 1972. Prework and administrative instructions will be sent to them approximately ten days prior to the Conference. This will be a component effort for OTR only.

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3. Midcareer Course

A planning module was introduced into the Midcareer Course, 5 - 10 November 1972, following the completion of the Grid, on Friday of that week. Student body reaction was mixed. Several said the substance of the presentation was exactly what was needed in examining a managerial function (Planning) in the context of the Agency. In addition, one or two challenged the relevancy of management training (aside from the Grid) to the overall objectives of the Midcareer Course. The majority agreed that if such management training is to be given, it should be apart from the Midcareer Course per se. Others suggested a week of management training with emphasis on "people problems." The students were divided in half on the use of case studies versus student-originated problems. None of the twenty-four students in this Midcareer Course had previously had either the Management Course or the Supervision Course. Only one had attended the Advanced Management (Planning) Course.

B. GENERAL

25X1A 1. On Thursday, 16 November [redacted] from the Office of
25X1A Communications monitored the "Telephone Techniques" portion of the
Clerical Orientation program. [redacted] had invited him to attend the
class for the purpose of determining whether our coverage of the subject
25X1A of "secure telephones" is accurate and complete. His only suggestion was
that we should endeavor to give greater coverage to the "gray line." He
will provide [redacted] with additional information that can be included in
future presentations.

25X1A 2. [redacted] met with Mrs. Sylvia Morgan of the Civil Service
Training Division in Washington, D. C. to inquire about the CSC office-
25X1A simulated training rooms in an attempt to determine whether such a
set-up would be feasible for us. [redacted] asked about recommended
equipment and its cost, as well as some of the requirements inherent in
25X1A successfully conducting courses in a simulated office atmosphere. Mrs.
[redacted] reported that the conversation was most informative and that, after
studying the information she received, she will make a recommendation
concerning possible conversion of our classrooms to office-simulated
training rooms.

25X1A

[redacted]
Chief, Support School, OTR

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